

Sandy City  
Approved Class Specifications

I. Position Title: Fire Intern

Revision Date: 08/2012

EEO Category: Protective Services

Status: Volunteer

Control No: 99452

II. Summary Statement of Overall Purpose/goal of Position:

Under the general supervision of an appointed Officer, provides the city with prevention and mitigation of emergencies through proper planning, public education, and code enforcement. At the discretion of the officer, responds to emergencies involving fire scenes, medical scenes, and other environmental concerns in a strictly supportive capacity.

III. Essential Duties:

- Function in uncommon situations.
- At the discretion of their appointed officer, respond to emergency medical scene, fire related emergency, rescue, hazardous material scenes and medical alarms.
- Inspect medical equipment.
- Maintain and repair equipment and facilities.
- Participate in training exercises.
- Participate in hydrant inspections.
- Participate in educational and training programs for the public.
- Participate in Sandy City Fire Department Infection Control trainings.
- Participate in physical training and exercise.
- Ensure that training is in good working order.
- In a support capacity, assist in patient care on medical calls.
- Provide a minimum of 18 hrs. shift work each month. (Shifts are scheduled through the appointed officer in 3 to 6 hr. blocks.)
- Perform medical inventory on medications and equipment.
- Attend 2 trainings per month (fire and medical) on the first and third Thursday of each month.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Eligibility:

**Requirements:** Must have successfully completed the CTEC Firefighter I course or equivalent program. Must pass a drug test and background investigation. Must complete all other required medical testing and vaccinations. Must participate and complete all training required by the department and city. Firefighter interns may be required to purchase their first set of house uniforms and duty boots. All additional safety gear and equipment will be provided. Replacement uniforms will be provided by the department. Maintain a valid Utah Driver's license and secure a reliable form of transportation to assigned station.

**Education:** Completion of CTEC Firefighter I course or equivalent. Utah State Certification as Firefighter I. Utah State Certification as EMT-B is not required but preferred. Fire interns are required to have a cumulative G.P.A. of 2.5 and maintain this GPA throughout the duration of their internship.

**Experience:** No previous EMT-B, EMT-A, Paramedic or Firefighter experience is required.

VI. Qualifications:

**Knowledge of:** Fire equipment including hoselines, nozzles, hydrants, extinguishers, ladders, hand tools, ropes and breathing apparatus; fire behavior; fire department policies and procedures; Uniform Fire Code, fire ground procedures including forcible entry, water supplies, rescue, ventilation, salvage and overhaul, incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department and equipment safety procedures.

**Responsibility:** Must be able to make decisions and use discretion and judgement; great responsibility for the care, condition and use of materials equipment tools and PPE. It is the responsibility of the Fire Intern to portray a professional image that reflects positively on the Sandy City Fire Department. Respect and safeguard the privacy of Sandy Fire Department's patients and citizens.

**Communication Skills:** Interact professionally with the public: ability to deal with injured, upset and irate people: handle regular contact with citizens and other employees during emergency and non-emergency situations. Respectful and appropriate language is to be used at all times.

Tool and Machine, Equipment Operation: Fire and medical equipment (as listed above; see **Knowledge**) all at the discretion of the assigned officer.

**Analytical Ability:** Establish and maintain effective working relationships with employees and the public; make appropriate decisions during emergency situations.

VII. Working Conditions:

*Physical Demands:* Duties of the job require moderate to heavy physical exertion, stooping, kneeling, climbing, balancing and lifting.

*Work Environment:* Moderate mental effort is required daily; good communication skills are necessary to deal with the public, employees, and other city personnel; mental and physical pressure and fatigue may be present during an average work shift. Must participate in required department training each month; must provide a minimum of 18 hours of service each month; call backs to assist with emergencies. Although all measures to minimize risk will be made Interns may be exposed to dangerous situations under disagreeable conditions involving smoke, heights, fire conditions, stress, hazardous materials, communicable diseases, fumes, heat, cold water and others.

The above statements are intended to describe the general nature and level of work being performed by the person (s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skill required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. Completion of the Fire Intern program **may** result in a position as a Reserve Firefighter, but this is at the discretion of the Fire Chief. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change any duties at any time.

Dept/Division Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Depart. Approved By: \_\_\_\_\_ Date: \_\_\_\_\_